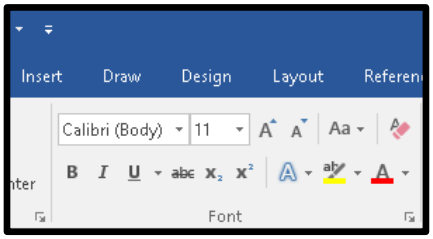
Introduction to Microsoft Word: Fun with Fonts

Lesson Objective:

Students will receive a brief introduction to MS Word's Font and Formatting Tools. In one to two class sessions, students should be able to create a simple document (flyer) and manipulate its appearance and text. In addition, name and save the file to a designated folder.



Specific Objectives:

- Practice Character Formatting
- Understand Font, Font Style & Font Effect
- Use short cut keys for Bold and Italics
- Applying a Page Border
- Google Search and election themed image
- Copy & Paste election themed image using wrap options.

Student Tasks:

1. **Download, Open and Save the starter document to your MS Word Folder in your COMPP APPS Class Folder.**
   a. Download the starter document, Open the starter document.
   b. Click the Enable Editing Button to allow you to work with this document.
   c. Click File, Save As and Save this file to your MS Word Folder – Leaving Name alone. **Do Not** rename this file.
   d. Change *"Carissa Montgomery"* on the starter document to **your own name**.
   e. Change the term Boy and Girl to your desired reference *(EX: boy, girl, man, woman, or person).*
   f. Use the synonym finder tool to change the words Unique & Exceptional if you want to.
   g. Save your work frequently (CTRL + S is a Keyboarding Shortcut).
2. **Practice changing Font, Font Style and Font Effects**
   a. Use the Bold Font Style found in your tool bar **B** Be sure to highlight/select the text before making choices. (CTRL +B is a Keyboarding Shortcut.)
   b. Change the Font to a font other than Arial and or Calibri, spruce it up! Experiment with different font styles, sizes & font colors as well. (Select Text first.) Design this Flyer to catch Voter Attention! **SAVE!!! [CTRL+S]**
3. **Make your flyer look great!**
   a. Again, be sure to change Font, Font Size and Font Color to improve the document. (Step 2b. above)
   b. Add a PAGE BORDER. Click the DESIGN TAB, then scroll to the PAGE BORDERS BUTTON to select a border.
   c. Border choices include, style, width, color and ART also. Ask if assistance is needed.
   d. Google Search an image to copy & paste to your Class President Flyer that matches the theme [Election].
   e. To move the Picture around, you will Use the Wrap Text option, see next step.
   f. Right click the image, Click Wrap Text, click Through. This will allow you move the image where you want.
   g. If you cannot locate the Wrap Text Feature in Picture Tools, **ask for assistance.**
   h. You may also experiment with the Picture Styles Menu to frame your image for enhancement.
   i. Be creative with the layout and flow of the document. Use as must of the document space you can.
   j. Strategically use the entire page of 8.5 x 11 paper. Allow for margins (borders offer boundaries). Save!!!
   k. Peer Edit & Collaborate! Ask a classmate for feedback. Offer input and constructive criticism to each other.
   l. Save as you work (CTRL+S).
   m. Close this document when complete. Confirm it is saved into your COMP APPS/MS Word Folder.
   n. When done with this lesson check your COMP APPS/MS Word Folder and make sure all work is complete.

Instructor Tips:

- Students will have a variety of experience before they enter this course.
- Encourage students to share ideas and skillset to work collaboratively as done in the workplace.
- The more experienced students will be able to assist students who are new to MS Office.

Materials: Microsoft Word® & The Class President Starter Document